

DCMC-BF

MEMORANDUM FOR COMMANDER, DEFENSE CONTRACT MANAGEMENT DISTRICT
EAST
COMMANDER, DEFENSE CONTRACT MANAGEMENT DISTRICT
WEST
COMMANDER, DEFENSE CONTRACT MANAGEMENT DISTRICT
INTERNATIONAL

SUBJECT: Update of Performance Improvement Officer (PIO) Duties

Now that the DCMC Information Repository and Automated Metrics System (DIRAMS) is in production we recognize that the original PIO duties need to be updated. Implementation of DIRAMS and the Cognos tools has added a new dimension to the PIO duties, which include deployment of standard reports, cubes, catalogs, etc. at each Contract Administration Office. With the escalating ability to access our performance data at every level, we increasingly rely on the assigned PIO to ensure that data being input is correct and timely.

To continually improve the integrity of our management information, it is essential that the appointed PIOs possess in-depth computer skills, especially with respect to the Cognos Tools. Using the updated PIO duties as a guide (Attachment 1), please evaluate the PIO position to ensure the most appropriate individual within each organization is assigned to perform the PIO duties. A significant amount of time should be expended accomplishing these duties. We suggest the PIO's Position Description (PD) be amended to reflect this additional effort. The attached partial PD (Attachment 2) is an example that captures these duties.

Please direct questions concerning this correspondence to Mr. Richard Gibbons, DCMC-BF, DSN 427-6759, commercial (703) 767-6759 and by email, rick_gibbons@hq.dla.mil.

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Attachments

R. Gibbons/DCMC-BF/767-6759/19Nov98
QShare drive - aqc/aqbf/rick/PIO.Ltr0903a.doc

COORDINATION: DCMC-BF_____